

## **BID AND CONTRACT COORDINATOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Bid and Contract Coordinator exists is to perform difficult professional level tasks associated with developing request for proposals, and bids and contracts for appropriate specifications and/or scope of work. Provides guidance to Bid and Contract Specialists and Buyers regarding points of contract law for contractual issues and proper contract formation in the Purchasing Department. This classification is not supervisory. Work is performed under general supervision by the Purchasing Director. The Bid and Contract Coordinator is distinguished from the Bid and Contract Specialist by the performance of more difficult professional level work.

### **ESSENTIAL FUNCTIONS**

Reviews, analyzes and develops contracts and request for proposals for appropriate specifications and/or scope of work with customer input to assure compliance with public procurement regulations. Ensures that bid specifications are clear, biddable and not unduly restrictive.

Approves and processes change orders and modifications.

Conducts bid openings and pre-bid conferences on job-sites located throughout Scottsdale.

Takes ownership for professional development in the areas of contract law, architectural and engineering practices, conflict resolution, procurement processes, office automation and interpersonal skills.

Researches, develops or assists with the development of specifications and scopes of work for construction and maintenance/service contracts and professional service contracts.

Determines methods of procurement including evaluation of the appropriateness of sole source and emergency purchase requests.

Interprets and clarifies complete contract provisions, procurement process and legal requirements to users and contractors; including writing and analyzing contracts.

Conduct contract negotiations.

Coordinate and negotiate renewal and extension of contracts; mediate and resolve contract issues.

Resolve bid protests and attends hearings.

Serve as a commodity and service specialist and information resource to answer questions and resolve any contract problems for City users, outside agencies and the public. Remain flexible and uses effective communication and negotiation skills.

Reviews bid and contract selection evaluations and provides guidance to evaluation committees and Contract Administrators and Coordinators throughout the City, during the Request for Proposal process.

Develop, analyze and/or assist with development of hi-tech acquisitions involving

software/hardware solutions.

Perform Purchasing Manager/Purchasing Director duties as required in their absence.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of:  
Developing Request for Proposals resulting in contract formation and/or administration.

Construction, engineering and architectural practice, and basic accounting practices.

Ability to:  
Sit 70%, walk 20%, and stand 10% of work day.

Lift and carry plans, reference books, bid and contract files and proposal responses weighing up to 25 pounds.

To use a personal computer, a variety of computer software, and other standard office equipment essential to performing daily activities that require continuous and repetitive arm or hand and eye movement.

Evaluate and analyze bid and contract provisions to ensure compliance with City policies, public procurement and contract law.

Work independently and under pressure.

Comprehend and make inferences from complex written material and verbal and/or written instructions.

Make mathematical calculations and draw logical conclusions.

Prepare and present reports with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Effectively assume ownership for completion of tasks.

Establish and maintain effective working relationships with City staff.

Communicate effectively, both verbally and in writing.

Establish and maintain effective working relationships with all levels of City staff and citizens.

Maintain regular and consistent attendance and punctuality.

### **Education & Experience**

Any combination of training, education, and experience equivalent to five years recent experience in a professional administrative position dealing with bids/request for proposal specifications and solicitations.

Requires a valid Arizona Driver's License with no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified

